



CITY OF PRINEVILLE
 Planning Department
 387 NE Third Street
 Prineville OR 97754
 (541) 447-8326 (PHONE)
 (541) 447-5628 (FAX)

FOR STAFF USE ONLY

SPR Number: _____

Date Received: _____

City County Zone: _____

SITE PLAN REVIEW FOR CHANGE OF USE

Applicant Name:		Phone:
Address:	City State	Zip:
Land Owner Name:		Phone:
Address:	City State	Zip:

OWNER'S SIGNATURE

Owner:	Date:
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PROPERTY DESCRIPTION

Property Location: address:(intersection of cross streets, general area)

Tax Map and Tax Lot Number:

PROJECT DESCRIPTION

Describe Project: _____

New Construction Remodel Addition Existing

Sq. ft. of Bldg. _____ No. of Stories _____

Construction Type: Metal Wood Other

Occupancy Type: Retail Single Family Industrial Office Other (#of Employees)

PROFESSIONAL SERVICES

Builder/Agent:		Phone:
Address:	City State	Zip:
Architect/Designer/Engineer:		Phone:
Address:	City State	Zip:

ALL APPLICATIONS

The information on this application is submitted in addition to other information, plats, and plans required by the City of Prineville. I attest that all information so submitted is complete and accurate to the best of my knowledge. Also, by filing application, permission is granted to members of the various Committees, Planning and Engineering Staff, and Councils, and/or any other persons designated by the City of Prineville that may be involved in the review of this application, to enter the property specified above to inspect in connection with the review of this application.

Applicant's Signature: _____ Date: _____

SITE PLAN REVIEW FOR CHANGE OF USE

What is a Site Plan Review?

A Site Plan review is a process by which the City regulates land use design by reviewing a Site Plan Application against the City's Code of Ordinance.

What is a Site Plan?

A Site Plan is an application showing legal ownership, location, intent and design of a project. A professional or novice sketch of the project must include but is not limited to:

- | | |
|------------------------|--------------------------------|
| 1. Position on the lot | 5. Access |
| 2. Dimensions | 6. Utilities |
| 3. Setbacks | 7. Parking (if applicable) |
| 4. Easements | 8. Landscaping (if applicable) |

The Site Plan is reviewed against the City's Code of Ordinance for its specific zone to find any violations. If there are none, the application will be approved as is. However if violations are found, conditions of approval addressing those violations will apply or the application will be denied.

What does it Cost?

To pay for personnel time and filing of the application the City charges a fee of the following:

Fees	Planning Fee	GIS Fee
Residential		
Res. (1-2 unit)	\$70.00	\$50.00
Res. (multi)	\$115.00 + \$25.00 per unit	\$50.00
Res. (mobile)	\$165.00 + \$25.00 per unit	\$50.00
Commercial/Industrial		
Use Change	\$165.00	
Use Change W/<25% Mod./Add.	190.00	
Use Change W/>25% Mod./Add.	\$290.00	

How long does it take?

When the application is submitted City Staff has up to 30 days to acquire any additional information and deem the application complete. Once deemed complete the city shall take final action on the application, including resolution of appeals, within 120 days. The 120-day period may be extended up to 245 days at the request of the applicant.